

<b>Job Title</b>	Program Manager
<b>Employer/ Agency</b>	University of Houston-Human Development & Consumer Science
<b>Job Description</b>	Manages the day-to-day operations of a university program, which may include the supervision of staff employees and/or student workers. Plans and develops methods and procedures for implementing and administering the program. Manages program-specific budgetary and fiscal activities, including budget planning and analysis. Provides guidance to subordinate professionals in carrying out program objectives. May prepare or participate in the preparation of abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation as required. Reviews reports and records of activities to ensure progress is being made toward specified program objectives. Manages and administers grants for program, including the coordination of meetings, communications, scholarships and other operations. Develops, implements and maintains appropriate policies and procedures concerning program administration. May supervise statistical analyses of data using PC-based statistical programs; establishes and maintains database on research studies, policy issues, etc. Performs other job-related duties as assigned.
<b>Qualifications</b>	Requires a Bachelor's degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of one (1) year of directly job-related experience.
<b>Salary/Hours</b>	DOE
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply online at <a href="https://jobs.uh.edu/postings/20286">https://jobs.uh.edu/postings/20286</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.